

**INSTRUCTIONS FOR COMPLETING AND FILING
STATEMENT OF PREMIUM TAXES AND FEES
PROPERTY AND CASUALTY COMPANIES**

1. Read these instructions carefully before completing the Statement of Premium Taxes and Fees. If there are any questions regarding this filing, contact the Premium Tax Section at (208) 334-4282, (208) 334-4281, or (208) 334-4280.
2. Each authorized insurance company shall file a Statement of Premium Taxes and Fees even if no insurance business was transacted in Idaho during the year. Each formerly authorized insurer, with respect to insurance transacted while an authorized insurer, shall file a statement for any renewal premiums received during the calendar year. Enclose a written notice if transferring policies from one insurer to another insurer because it also transfers the tax obligation with respect to those policies. Idaho Code § 41-402.
3. The Tax Statement and remittance are due on or before March 1. The required state documents and Tax Statement can all be submitted in one package either by groups or individual company. When the due date falls on a Saturday, Sunday or a legal holiday, the postmark on the next business day is considered filed on time. However, any postmark after the next business day will be penalized from the original due date. Idaho Code § 41-404 and § 63-217.

Late filing of the statement and remittance will result in a penalty of \$25.00 for each day of delinquency as determined by an official postmark.

Electronic Fund Transfer (EFT) payments that are not in the correct bank account on the due date, will be assessed a late penalty.

Only an official U.S. Postal Service cancellation postmark on the envelope, rather than private postage meter stamp, shall qualify as proof of timely mailing. If a carrier service is used, the mailing date will be determined by the package pick-up date, not the delivery date.

4. To avoid a lost payment, attach the check for the balance due to the front of Page 1. If payment is being processed by the Electronic Funds Transfer (EFT) method, indicate so under Line 7-Amount Enclosed. Make sure when transmitting payment by EFT, it is sent to the correct premium tax type code (07170) and to the **assigned KEY BANK bank account (129681000326) and ABA (124101555)** for the Department of Insurance. Late penalties will be assessed if payment is not in the correct bank account on the due date. An EFT authorization approval should have been acquired prior to using this method. If you need an authorization form, contact this office at a telephone number in Item 1 above.
5. A request for a thirty (30) day extension can only be for the required state documents. Extensions must be requested in writing and received in this department **prior** to March 1. However, the Annual Continuation Fee **MUST** be submitted with the Statement of Premium Taxes and Fees on or before March 1.
6. **Original signed tax forms must be submitted.** If you need additional instructions or forms, contact this office at a telephone number listed in Item 1. Any computer facsimile statements should be submitted on the same color yellow paper as the corresponding Annual Statement. Idaho Code § 41-402 (1).

7. **MUST ATTACH** a legible copy of the Annual Statement Page 3 Liabilities, Surplus and Other Funds, Idaho Business Page, and Schedule T to the Premium Tax Statement, regardless of negative premiums or if no business was written.
8. **PAGE 1 - RECAP OF TAXES AND FEES**
- A. The Idaho Certificate of Authority Number (C/A No.) box must be completed. Enter your Company NAIC Identification Number in the box provided. The company name, address, and state of domicile must be completed as all tax forms, refunds, and correspondence will be sent to this address.
- B. Line 1 - Tax Due. Carry forward only the higher aggregate retaliatory tax amount calculated on Page 5, Schedule E Line 5 either Column A or B.
- C. Line 2 - Less Total Premium Tax Credits from Page 4, Schedule D, Line 3. Tax Credits must have appropriate Schedules attached and cannot exceed the premium tax liability.
- D. Line 3 - The amount of quarterly prepayments must agree with actual prepayment amounts paid each quarter. **DO NOT ROUND AMOUNTS** unless you did so when paid.
- E. Line 4 - Total of Line 1 less Lines 2 and 3. If the tax credits and estimated quarterly prepayments paid toward your tax obligation exceeds the total premium tax amount due for the calendar year end, **you must still submit payment of required continuation fee**. If the amount on Line 4 is negative, this same amount should be carried forward to Line 8 - Refund Due for Tax Overpayment. Any refund due for the overpayment of premium taxes will be mailed to the company address indicated above after your company's statement has been completely audited. Tax overpayments cannot be applied toward continuation fee or future quarterly tax prepayment obligations. Idaho Code § 41-402(9).
- F. Line 5 - Annual Continuation Fee. Idaho Code § 41-324, Idaho Insurance Rule 44 (IDAPA 18.01.44). To determine correct fee amount, use surplus amount reported on attached Annual Statement, Page 3, Line 35. Payment of required fee **MUST** be included. If required fee is not being paid you must attach a written explanation.
- G. Line 6 - Calculate if a penalty will be due based on the official postmark date. A late penalty is assessed if Electronic Fund Transfer (EFT) payment is not in the correct bank account on the due date.
- H. Line 7 - Amount Enclosed. Add Lines 4 thru 6. **If the tax amount on Line 4 is a negative amount, *do not include* it with the addition of fee due. Do not apply tax overpayment to payment of fee. Payment of required fee must be enclosed.**
- I. Line 8 - Refund Due. This is negative tax amount calculated on Line 4.
- J. The Tax Statement must be signed and dated by an officer of the company. This signature certifies under penalty of perjury that the statement is accurate and complete. Unsigned forms will be considered incomplete.
- K. All questions concerning this Tax Statement will be directed to the contact person; therefore, include a direct telephone number and extension.

9. PAGE 2 - SCHEDULE A - COMPUTATION OF PREMIUM TAX – PROPERTY AND CASUALTY (EXCLUDING ACCIDENT AND HEALTH)

- A. A complete explanation of any differences between the Tax Statement and **attached** Annual Statement schedules must be submitted and signed by the person authorized by the company to prepare this Tax Statement.
- B. Line 2 must be completed only by Idaho domestic insurers. Enter total premiums minus dividends shown on an attached SUPPLEMENT 1 - BUSINESS IN JURISDICTIONS NOT LICENSED.
- C. On Line 4 itemize premiums exempt from state taxes under federal law, and identify applicable preemption.
- D. On Line 6 complete, sign and attach Pages 6 and 7 Schedule F, ONLY if you are requesting the reduced tax rate.
- E. Premiums Written for Federal Purchasing Groups should be reported for amounts equal to the premiums written for all members located in the state.

10. PAGE 3 - SCHEDULE B - COMPUTATION OF PREMIUM TAX - ACCIDENT AND HEALTH

- A. A complete explanation of any differences between the Tax Statement and **attached** Annual Statement schedules must be submitted and signed by the person authorized by the company to prepare this Tax Statement.
- B. Line 2 must be completed only by Idaho domestic insurers. Enter total premiums minus dividends shown on an attached SUPPLEMENT 2 - ACCIDENT AND HEALTH BUSINESS IN JURISDICTIONS NOT LICENSED.
- C. On Line 4 itemize premiums exempt from state taxes under federal law, and identify applicable preemption.
- D. On Line 6 complete, sign and attach Pages 6 and 7 Schedule F, ONLY if you are requesting the reduced tax rate.

11. PAGE 4 - SCHEDULE C – SELF FUNDED PLANS

All self-funded plans that are not preempted by ERISA and are not exempted from registration under Idaho Code § 41-4003(2) are required to pay a four cent (\$.04) per month per beneficiary tax for all beneficiaries working or residing in this state, per Idaho Code § 41-4012(1).

If the administrator is collecting this tax on behalf of the employer plan, then the administrator should submit a Schedule C form along with payment. If the administrator is not collecting this tax, please forward the Schedule C form to the self-funded plan's Trustee.

Examples of self-funded plans not preempted by ERISA and that are required to pay the tax unless exempted by Idaho Code § 41-4003(2) are:

- A plan for a governmental entity (29 U.S.C. 1003(b)(1).
- A church plan (29 U.S.C. 1003(b)(2).
- An unfunded excess benefit plan (29 U.S.C. 1003(b)(5).

Examples of self-funded plans exempt from registration pursuant to Idaho Code § 41-4003(2) and therefore not liable for the tax include:

- Any plan established and maintained for the purpose of complying with any workers' compensation law or unemployment compensation disability law;
- Plans administered by or for the federal government or any agency thereof, or by or for any county in this state.

12. PAGE 4 - SCHEDULE D - TAX CREDITS

- A. Complete and attach ONLY the schedules for tax credits being requested.
- B. The sum of the Idaho Insurance Guaranty Association Assessment, the Idaho Life and Health Insurance Guaranty Association Assessment, and the Worker's Compensation Credits cannot exceed the total premium tax liability (Page 5, Line 5, Column A or B, whichever is greater).

13. PAGE 5 - SCHEDULE E - COMPUTATION OF RETALIATORY TAXES Idaho Code § 41-340(2) and (3)

- A. This schedule determines the higher aggregate of taxes due. For audit verification, we may be contacting the various state insurance departments, using copies of the domicile state's tax statements or the NAIC Retaliatory Guide.
- B. Taxes should be calculated on the retaliatory basis of what an Idaho company, doing the identical volume of business, would be required to pay to your state of domicile. Attach an explanation of calculations on taxes.
- C. Line 4, Column B - Other Taxes. All other taxes imposed by your state of domicile on foreign insurers must be reported except:
 - 1. Ad valorem taxes on real or personal property;
 - 2. Personal income, capital or surplus taxes, and
 - 3. Taxes imposed for a special purpose on a particular kind of insurance.
- D. An explanation of retaliatory calculations will be requested for any discrepancies.

14. PAGES 6 and 7 - SCHEDULE F - QUALIFICATION FOR REDUCED PREMIUM TAX. Idaho Code § 41-403

- A. Pages 6 and 7 must only be completed, signed and attached if you are requesting the reduced premium tax rate on Pages 2 or 3. The final percentage ratio of qualifying Idaho investments to total company assets must be 25% or greater before a reduced tax rate of 1.4% may be claimed. Reduced tax rates are subject to audit verification.
- B. An itemized schedule must be attached reporting each Idaho qualified investment with description, amount, type, inception and maturity date of the appropriate Idaho investment as reported on the Annual Statement, Page 2, Net Admitted Asset, Column 3.
- C. Page 7 - complete and attach documentation showing that each month the investment balance forward where buying or selling will affect the minimum ratio of 25% or more of assets to investments. No reduced tax rate is allowable unless the 25% investment requirement was maintained at all times throughout the entire year.